



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DENTAL PROGRAM ADMINISTRATOR

Job Number: 20001000

Job Code: 42090V161016

Job Group: 4200 - DENTAL

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 84 Salary (MIN - MID):

\$48,433-\$64,169 - Hourly

\$7,870.38-\$10,427.48 - 37.5 Hr. Monthly Salary

\$0.00-\$0.00 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Develops, administers and maintains statewide dental programs and/or services; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have five years of experience in the practice of dentistry. This experience must include at least two years of experience in an administrative and/or supervisory capacity in an agency, institution, facility or public health setting.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed to practice dentistry in the Commonwealth of Kentucky by the Kentucky Board of Dentistry. <http://dentistry.ky.gov> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the development, promotion and implementation of statewide prevention dental programs, including community fluoridation, rural school fluoridation and/or fluoride mouth rinse programs for children. Responsible for standards of dental programs in local and district health departments. Plans and conducts investigation of and research on public dental problems. Reviews appropriate literature to remain current on the state of the art. Responsible for the administrative supervision of staff. Provides technical assistance and consultations to local health units, other agencies, and to departmental institutions.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically performed in an office setting. Extensive travel typically required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.